**NORTH WEST REGIONAL COLLEGE**

**SCREENING REPORT – OCTOBER 2023 TO SEPTEMBER 2024**

| **Policy title** | **Aim of Policy** | **New / existing / revised policy** | **Date of Screening** | **Screening decision** |
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| Student Disciplinary Policy | The purpose of this procedure is to provide a fair, equitable and consistent arrangement for the handling of situations where disciplinary action against a student is considered necessary.  The formal procedure will not be invoked for offences of a minor nature until the informal procedure has been completed. | Existing | 6 October 2023 | There is no Equality Impact assessment necessary as the policy is guidance for the processes in place when it becomes necessary for the need to discipline a student. There is no impact on any of the Section 75 equality categories. |
| Code of Conduct | The College is committed to certain standards of conduct expected in public life of employees in relation to any College business or activity in which they may be involved. This policy outlines the framework which sets appropriate standards relevant to the College’s Vison, Mission and Values. | Revised | 16 October 2023 | This policy has no impact on the 9 equality categories |
| Breastfeeding Policy | The North West Regional College recognises the importance of breastfeeding for both mother and baby and supports and promotes breastfeeding. The College provides facilities and the support necessary to enable mothers in their employment to balance breastfeeding with their work, as well as supporting students who are breastfeeding. | Existing | 19 October 2023 | As the policy aims to provide all staff with an assurance that they will be supported in circumstances relating to breastfeeding, no equality issues were identified that warrant an EQIA. |
| Responding to Student Death Procedure | This procedure is intended to provide guidance to staff and to identify appropriate lines of communication and areas of responsibility for those handling the consequences of a student death. | Revised | 20 October 2023 | There is no Equality Impact assessment necessary as the policy is guidance for the processes in place when staff are made aware of a student passing. There is no impact on any of the Section 75 equality categories. |
| Flexitime Scheme | To enable staff to plan working hours to balance their personal needs with those of the College, thus increasing the efficiency of the organisation and staff work/life balance. | Revised | 20 October 2023 | No impact on any of the Section 75 categories for relevant support staff |
| Code of Practice – Systems Administrators and Library Personnel | The purpose of this code is to ensure that the rights of staff (teaching and support) and students are protected. The document defines the processes that may be undertaken in terms of monitoring the usage of all computer systems owned or operated by the College | Revised | 15 November 2023 | No negative impact on all nine equality categories |
| ICT Acceptable Use Policy | The intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to North West Regional College’s established culture of openness, trust and integrity. This policy is aimed at protecting the North West Regional College's employees, partners, students and the College itself from illegal or damaging actions by individuals, either knowingly or unknowingly. The objective is to maximise the benefits of the North West Regional College’s computer resources and minimise potential liability. | Existing | 15 November 2023 | No: as the objective of this policy is to maximise the benefits of the North West Regional College’s computer resources and minimise potential liability. All staff and students need to adhere to this policy regardless of any of the equality categories. |
| Fees and Charges Policy | The purpose of this Fees and Charges Policy is to operate fees and charges for the provision of appropriate educational facilities and services so as to recoup a reasonable proportion of expenditure while acting in a fair and equitable manner towards existing and prospective students and other customers. | Revised | 27 November 2023 | No impact on any of the Section 75 equality categories |
| Poster and Banner Policy | This policy is designed to regulate the use of posters and banners in public spaces across the College and applies to all North West Regional College staff, contractors and visitors. Posters may be displayed in public spaces on campus only if they comply with the procedures outlined in this document. To ensure effective methods of visual promotion of services and activities are implemented in the College in a managed and consistent manner | New | 5 December 2023 | There is no Equality Impact assessment necessary as the policy is guidance for the processes in place on posters and banners managements. This policy is of technical character. There is no impact on any of the Section 75 equality categories. |
| Data in Transit Policy | This document is intended to prevent unauthorised disclosure of information by laying down clear standards of practice to maintain good security when using, taking or sending personal, special category or confidential data outside of their normally secure location. The need for this is driven by our duty to protect the information of individuals. It is important for NWRC to issue guidance in relation to the transit of personal data to include both hardcopy and electronic format across the Colleges sites. | Revised | 12 January 2024 | This policy has no adverse impact on any of the Section 75 categories. |
| Guidance on Legitimate Interest | This guidance aims to assist College employees’ who may decide to process personal data under the Legitimate Interest lawful basis. The College are obligated under data protection regulations to complete a Legitimate Interest Assessment (LIA) prior to processing personal data under this lawful basis. This guidance assists College staff in completing the LIA. | Revised | 12 January 2024 | None as this policy has no adverse impact on any of the Section 75 categories |
| Suicide Prevention Policy | The objectives of this policy and associated procedures are to:   * Ensure that students who may be at risk of self-harm and/or suicide and who are in contact with NWRC are supported effectively; * Provide a clear framework for action whenever the risk of suicide and/or self-harm is disclosed or suspected; * Ensure all NWRC staff are clear about their responsibilities; and   Ensure that NWRC complies with best practice in this area | New | 19 January 2024 | No impact assessment is necessary for this policy. It has been developed to support students experiencing mental health issues and does not impact on any of the section 75 categories. |
| Policy for Residentials and Trips | The aim of this policy is to ensure that all residential programmes and trips (including international trips/day trips/visits/competitions) approved by the College add value to the curriculum and are managed in a consistent and prudent manner whilst maintaining and safeguarding the wellbeing of students and staff. | Revised | 31 January 2024 | No impact assessment is necessary for this policy as the policy is for all students regardless of S75 equality categories |
| Sector Maternity Leave Policy | This policy sets out FE sector’s guidance in relation to implementing maternity leave requirements and the processes/criteria that are in place to support staff before, during and after their maternity leave.  The policy is legislative in nature and applies to all new and expectant mothers. | Revised | 5 February 2024 and  27 February 2024 (to be reviewed when sector data updated has been updated) | This policy sets out FE sector’s guidance in relation to implementing maternity leave requirements and the processes/criteria that are in place to support staff before, during and after their maternity leave. The policy itself does not adversely impact staff from any of the Section 75 equality categories. |
| Sector Parental Bereavement Leave Policy | This policy sets out FE sector commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave. We recognise that, while dealing with any bereavement is difficult, the death of a child is among the most devastating events that an employee can ever face. The policy applies to employees who suffer the loss of a child under the age of 18. This includes parents who suffer a stillbirth after 24 weeks of pregnancy. | New | 5 February 2024 and  27 February 2024 (to be reviewed when sector data updated has been updated) | This policy sets out FE sector commitment to supporting bereaved parents through their grief by ensuring they can take parental bereavement leave. The policy itself does not adversely impact staff from any of the Section 75 equality categories. |
| Disaster Recovery Policy | The purpose of this policy is to maximise the effectiveness of disaster recovery and contingency operations through an established plan that consists of a number of phases and activities. For example, identify the activities, resources and procedures needed to carry out the College plan to process the requirements during prolonged interruptions to normal operations. In addition, assign responsibilities to designated College personnel and provide guidance for recovering the plan. | Existing | 6 February 2024 | No as policy is guidance to explain the need for IT and Operational requirements during periods of prolonged interruptions regardless of equality category |
| IV Moderation Guidelines | This policy aims to;   * Protect the integrity of the College and awarding bodies/organisations * Protect the quality of qualifications achieved maintaining public confidence in every qualification * To provide guidance to staff and students in relation to internal verification/moderation/quality assurance processes; * To enhance best practice in Staff Development in the support of quality and standards * To reduce risk of error resulting in interventions from the Awarding Organisations   The policy was updated to comply with all main awarding bodies/organisations | Revised | 19 February 2024 | The policy provides guidance to staff on how to carry out moderation on assessment and ensure standardisation of marking. The policy has no impact on equality. |
| Centre Assessment and Progression Policy | To ensure that a robust assessment model is in place | Revised | 19 February 2024 | The policy provides guidance to staff and students on the process for centre assessment. The policy has no impact on equality. |
| International Mobilities Guidelines | Mobilities projects are an important source of funds that allow the College to involve staff and student in activities that may otherwise not occur. Such activities include student/staff international trips, sharing good practice with other colleges, both locally and internationally, and developing innovative programmes and products.  The European & International Project Officer implements the policy under the direction of Head of Client Services. | Revised | 22 February 2024 | This policy is applicable to all students regardless of their section 75 categories. The purpose of this guidance is to provide administrative guidance on how to submit funding applications, administer and project manage international mobility opportunities for staff and students. All staff and students will be treated equally therefore there is no adverse impact on staff and students. |
| UK GDPR Guide to Photography/  Videography | The policy aims to assist staff in the correct application of data protection regulations when taking photographs or videos. The guidance document will ensure the appropriate signage and awareness procedures are carried out by staff when inviting individuals to events etc | Existing | 27 February 2024 | This policy has no adverse impact on any of the s.75 categories |
| Safeguarding, Care and Welfare Policy | The purpose of this policy is to ensure that all students, staff and stakeholders of the College experience an inclusive, enjoyable and safe environment in which they feel respected and valued. The college shares an objective to keep children, young people, adults at risk and adults in need of protection safe from harm. This policy is built upon a foundation of zero tolerance of harm to all children, young people, adults at risk and adults in need of protection and is aligned to the Northern Ireland Adult Safeguarding Partnership (NIASP) statement “Safeguarding is everyone’s business”. | Revised | 7 March 2024 | The policy is for all staff regardless of any of the section 75 equality categories. No-one will have an adverse impact by it being implemented. It is to ensure students whether they are young children, young people, adults at risk and adults in need of protection can be educated in a safe environment. |
| Essential Skills Policy | To promote awareness of essential skills development to all students from the point of application, admission and throughout the learner journey  To ensure that those students who require it have an entitlement to improve and be accredited for their Essential Skills at an appropriate level  To engage with government Departments (DfE, DE, ETI), Awarding Bodies and the Sector Essential Skills Working Group to participate in developments within or review of the Essential Skills Strategy | Existing | 25 March 2024 | There would be no adverse impact on students from any equality category. |
| Literacy and Numeracy Policy | To raise student awareness from the point of admission and throughout the learner journey of the need to develop their Literacy and Numeracy skills.  To ensure that those students who have Literacy and Numeracy deficits have an opportunity to improve their skills and gain an appropriate qualification.  To ensure that Literacy, Numeracy and digital skills development is embedded within vocational programmes and that marking for improvement is effective. | Existing | 25 March 2024 | There would be no adverse impact on students from any equality category. |
| Social Events Policy | To ensure all staff are aware of the requirements to adhere to the standards of behaviour expected in the normal course of day to day employment at social events whether organised by the College or not. | Existing | 17 May 2024 | As the policy aims to provide all staff with guidance on standards of behaviour when attending college social events no equality issues were identified that warrant an EQIA. |
| Admissions and Enrolments Policy | The aim of this Policy is to provide an admissions framework which ensures applicants access the course most suitable to them, and to ensure that applicants are treated solely on the basis of their merits, ability and potential, thereby providing a fair and equitable process for all. The College aims to provide comprehensive, accurate, user-friendly information and advice to applicants in the admissions process. This is to enable an informed choice of course to be made appropriate to their interests, academic qualifications and potential. | Existing | 22 May 2024 | Policy has no adverse impact on any of the equality categories. The policy aims to provide guidance on the enrolment of all students, regardless of religious belief, political opinion, racial group, age, marital status, sexual orientation, gender, disability or whether they have dependants. The policy itself can be provided in alternative formats where required to assist those whose first language is not English and those who have a disability |
| Fire Safety Policy | Ensure that the College complies with all current legislation. To manage the safe evacuation of all staff/students in the event of an emergency/fire. | Revised | 23 May 2024 | No impact on any of the Section 75 equality categories |
| Visitors Policy | The key objective of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all staff, governors, visitors and parents/carers and confirms to Safeguarding guidelines. | Existing | 28 May 2024 | The Policy does not impact on any staff member/ student or other visitor to the college. It outlines the process involved in ensuring access/egress is compliant. |
| Data Classifications Policy | The policy aims to assist staff to apply the correct classification to sensitive or classified business information. The policy outlines the different levels of document classification and their relevant subsets. The level of classification will determine how information is shared and accessed to ensure it is handing securely. This will offer further protection to individuals’ personal data and for commercially sensitive documentation. The classifications are also applied to the Colleges electronic documentation to ensure correct classification, determine how information should be shared, implementing system controls and preventing unauthorised access to personal or commercially sensitive data. | Revised | 31 May 2024 | Not required as this policy has no adverse impact on any of the s.75 categories |
| Public Information Guidelines | The aim of the guidelines is to ensure the college publishes information, which is accurate, fit for purpose, accessible, timely and legally compliant, to enable the public to engage with the College. In an increasing number of cases, the publicising of this information is mandatory to meet statutory, regular or professional requirements. | Existing | 31 May 2024 | Policy has no impact on any of the Section 75 equality categories |
| Data Protection Handbook (Sector) | The Data Protection Handbook has been written to compliment the Data Protection Policy (and all related Data Protection policies, eg, Data Breach Management Policy, Data in Transit Policy, etc). It serves as a primary reference tool to assist the North West Regional College (and other FE Colleges’) staff on compliance with Data Protection legislation. | Revised | 31 May 2024 | The Data Protection Policy is a legislative requirement and has no impact on any of the Section 75 equality categories. The handbook was developed for FE College staff to ensure compliance with data protection legislation. |
| Good Relations Policy | The aims of this Policy are to ensure that equity and respect for difference are placed at the heart of the College’s structures, systems and culture; and to go beyond complying with legislation by ensuring organisational commitment to the principles and practices of equity, diversity and interdependence. | Existing | 5 August 2024 | There is no adverse impact as the Policy outlines the college’s plan to treat all employees, students and stakeholders with respect and dignity. Also, the College will seek to provide a positive learning and working environment, free from political, religious or racial discrimination, harassment or victimisation |
| Race Equality Policy | The aim of the policy is to promote equality on the grounds of race and to create a working and learning environment based on positive relations. | Existing | 5 August 2024 | There is no adverse impact as the Policy outlines the college’s plan to treat all staff, students and applicants with respect and dignity, and seek to provide a positive working and learning environment free from racial discrimination, harassment or victimisation. |
| Student Period Dignity Guidance for Staff | The aims of the policy are   * ensure that students, staff and parents/carers understand the term ‘period dignity’; * promote period dignity in the College and ensure that everyone who needs them has free access to period products; * ensure that all students, staff and parents/guardians understand the impact of periods on the emotional, mental, social and educational well-being of students; * enable students to achieve their potential by reducing any barriers they may experience due to periods; * reduce stigma/taboo in relation to periods by providing all students with information on periods; * have a positive impact on student confidence, well-being, attendance and attainment. | Existing | 5 August 2024 | The aim of the policy is to support students and offer guidance in relation to period dignity in the College regardless of having a disability. |
| Deaf Awareness Resource Pack | To provide support for staff and students in relation to deaf awareness (was part of the Louder than Words Chartermark which is no longer in existence). | Existing | 7 August 2024 | No impact on any of the nine equality categories. The guidance supports the availability of resources to help people who are deaf or hard of hearing. |
| Basement Store Procedures | The aim of the policy is to facilitate a secure location for the archiving of records for as long as they are required to support College Operations. | Revised | 13 August 2024 | The aim of the procedure is to provide guidance in relation to the correct process in archiving departmental/section documents regardless of any of Section 75 equality data. |
| Data Protection Policy | The College functions require us to process personal data, primarily to perform our statutory functions to deliver education and training in the Further Education sector to our students and administer contracts with our employees, workers, contractors, agency workers, consultants and suppliers and to comply with our legal obligations (for example health and safety and reporting to the Department for the Economy). Therefore this policy sets out what the College expects of all its employees, workers, contractors, agency workers, consultants, directors, students, in order to comply with Data Protection legislation. | Revised | 13 August 2024 | The Policy is a legislative requirement and has no impact on any of the Section 75 equality categories. |
| Sector FOI Procedures | The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:   * Freedom of Information Act 2000 | Revised | 14 August 2024 | No negative impact on all nine equality categories. |
| Sector FOI Procedures | The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:   * Freedom of Information Act 2000 | Revised | 14 August 2024 | No negative impact on all nine equality categories. |
| Sector Environmental Information Regulations Procedures | The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:   * Environmental Information Regulations 2004 | Revised | 14 August 2024 | No negative impact on all nine equality categories. |